

CLASS TITLE:

PROGRAM ANALYST

Class Code: 02711200

Pay Grade: 22A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform technical, analytical tasks related to planning, developing and implementing departmental planning, budgeting, capital development budgeting and program evaluation services; and to do related work as required.

SUPERVISION RECEIVED: Works under the close supervision of a superior from whom are received specific work assignments; work is reviewed in progress and upon completion for accuracy and conformance to accepted principles and techniques.

SUPERVISION EXERCISED: May exercise supervision over subordinates assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform technical analytical tasks related to planning, developing and implementing departmental planning, budgeting, capital development budgeting and program evaluation services.

To assist and participate in the analysis of agency activities in their program context; to assist in the development of program criteria and analyze program inputs and outputs with reference to such criteria.

To assist in the preparation of a portion of the Department's Annual Fiscal Plan including both budget and program analysis. Assists a superior by providing technical assistance necessary for budget preparation. Review submitted budget requests for accuracy of information.

To review budget requests for conformity with pertinent regulations and appropriate capital development plan.

To analyze alternatives for service delivery as to cost benefit differences.

To work on the development of programs to reallocate resources.

To assist in the development of a portion of the departmental capital development program. Meet with an Assistant Director and their staff in order to assist in the development of the ten-year capital development program.

To assist in the development of monitoring the evaluation systems for the department's programs.

To work with government and private councils and commissions in order to acquaint them with the department's goals and objectives.

To assist in developing reports in order that the division may disseminate information to the director, assistant directors, other state departments and the general public regarding budgetary and planning matters.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A familiarity and understanding of the principles and techniques of business administration; a familiarity of the principles and practices of governmental planning for human services and budgeting; a familiarity of the organizational structure of the state government and the functions of its state departments and agencies; the ability to establish and maintain effective working relationships with state employees, officers and the general public; technical ability in the area of planning and budget techniques; the ability to perform technical budget and program analysis; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in business administration, political science or public administration; and

Experience: Such as may have been gained through: employment requiring the application of techniques and methods related to research work and analyses of administrative policy and management.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 4, 1977

Editorial Review: 3-15-2003